



Michigan

Emerald Ash Borer Response Project

Michigan Department of Agriculture
Michigan Department of Natural Resources
Michigan State University
U.S. Department of Agriculture

RESTORATION OF OUR TREES PROGRAM LOCAL PARTNER APPLICATION

This information required by authority of Part 5 of Act 451, P.A. 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CDA 10.664, in order to be considered for participation in the ROOT program.

A pilot program to restore canopy cover to areas impacted by the Emerald Ash Borer (EAB)

The Restoration Of Our Trees (ROOT) Program, sponsored by DTE Energy in partnership with Governor Jennifer Granholm, USDA Forest Service, Michigan Department of Natural Resources, and Michigan Department of Agriculture, was developed to provide low cost, 6-8 foot tall, containerized landscape trees to homeowners that have been impacted by the Emerald Ash Borer (EAB). As a local partner (LP), your organization/municipality/agency will serve as the local program administrator for the pilot program. The LP will be responsible for distributing applications to homeowners; promoting program in the region; handling/processing tree orders and fees; and selecting a site and coordinating the distribution of 200 trees with staff or volunteers. If selected as the LP, your organization/ municipality/agency will receive a \$1,500 grant to assist in off-setting administrative costs incurred, and will be eligible to receive up to 10 trees at the cost share price. The grants are 50:50 cost share, reimbursement grants. Please see next page for additional information on grant matching requirements and roles and responsibilities of the local partner and State of Michigan.

Applicant Name (city, township, county, village, non-profit organization)	Applicant's Contact Person
Address	E-mail
City, State, ZIP, County	Telephone ()
Which region is applicant seeking to be a Local Partner? <input type="checkbox"/> Region 1 <input type="checkbox"/> Region 2 <input type="checkbox"/> Region 3 Region 1: Clinton, Genesee, Gratiot, Lapeer, Saginaw, Sanilac, Shiawassee, St. Clair Counties; Region 2: Livingston, Macomb, Monroe, Oakland, Washtenaw, Wayne Counties; Region 3: Branch, Calhoun, Eaton, Hillsdale, Ingham, Jackson, Lenawee Counties	
Does applicant have a distribution location that can accommodate 200 containerized (5-10 gallon) trees? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Does applicant own proposed distribution location? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO , does applicant have written owner approval? <input type="checkbox"/> YES (provide copy) <input type="checkbox"/> NO	
Would residents be able to drive their vehicles up to distribution location? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES to all questions above, please provide location & address of proposed distribution location.	
If NO to any question above, please explain (attach sheet, if necessary)	
Does applicant have adequate staff or volunteers (5-7 people) to distribute 200 trees? <input type="checkbox"/> YES <input type="checkbox"/> NO (Distribution would be a one-day event, approximately 6 hours on a weekend day.)	
Signature (Contact Person)	Date

APPLICATIONS MUST BE RECEIVED BY JUNE 23, 2006

RETURN TO:

**EAB RESTORATION COORDINATOR
FOREST MINERAL & FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

or FAX to: 517-373-2443, ATTN: Kerry Gray

Questions? Contact:

Kerry Gray, Michigan DNR
517-241-1833 or grayk@michigan.gov

Katie Armstrong, US Forest Service
810-844-2714 or karmstrong@fs.fed.us

Patricia Lockwood, Governor's Office
517-241-2576 or lockwoodpa@michigan.gov

RESTORATION OF OUR TREES (ROOT)

ROLES AND RESPONSIBILITIES

LOCAL PARTNER (LP):

- The main role of the LP is to serve as local administrator for the program.
 - The LP will receive a \$1,500 cost-share grant to administer program and is eligible to purchase a maximum of 10 trees at the reduced cost.
- Responsibilities include:
 - Promoting program in region that local partner will be serving.
 - Program promotion includes newsletter articles, press releases, community access announcements, flyers, etc.
 - Handling and processing tree orders and all charges associated with order.
 - In this pilot project, each LP will have a maximum of 200 containerized trees available for purchase by homeowners and LP. The homeowner will pay approximately 50% of the cost of the tree and DTE Energy will pay the balance. The LP will take pre-orders for the 200 trees and collect the homeowner's share of the tree cost. The LP will then be responsible for sending a tree count for the total pre-ordered trees, not to exceed 200, and homeowner payment for said trees to the Michigan Department of Natural Resources (DNR). The DNR will pay the nursery for the trees and the trees will be delivered to the LP's distribution site.
 - The DNR will determine the dispersal of the uncommitted balance of trees.
 - Trees will be delivered in April 2007. Trees must be distributed within 7-10 days of delivery. Please keep in mind that the trees must be cared for (i.e., watered) while storing.
 - Selecting a site and date for distribution of up to 200 containerized trees.
 - Coordination of tree distribution with staff and volunteers. Need to ensure that there will be enough people to staff a one-day distribution of trees.
 - Any pre-ordered trees that are not picked up on the distribution date will be given to the LP for use where they choose.
 - Provide program evaluation (provided by State) detailing administrative process, financial costs, outcomes and successes and challenges.
 - Submitting for reimbursement of \$1,500 administration grant and documenting all income/expenses associated with ROOT. This documentation is to be submitted with reimbursement request to the Michigan Department of Natural Resources (see Administration Grant Information below).

STATE OF MICHIGAN:

- Create bid for trees and send out Invitation to Bid (ITB) to nurseries.
 - Select winning bid(s)
 - Order trees
- Assist local partner in promoting program
- Assist local partner in program administration by creating spreadsheet templates.
- Evaluate the pilot program. Distribute surveys to LP and select homeowners to rate overall program.
- Coordination of LP and corporate sponsor participation.

ADMINISTRATION GRANT INFORMATION

The Local Partner (LP) will receive a 50:50 cost share, reimbursement grant in the amount of \$1,500 to assist in off-setting the administrative costs associated with the program. The grant will be paid out after the project is completed and the LP has submitted the appropriate final reporting paperwork provided by the DNR.

COST SHARE/MATCHING REQUIREMENT

This grant requires that the LP provide a 50:50 match to the grant dollars provided (i.e., LP receives \$1,500 grant, must match with \$1,500 of cash and/or in-kind services). Acceptable sources of match include homeowner portion of tree purchase (cash); administrative costs above the \$1,500 grant (in-kind); volunteer time (reimbursed at \$16.50/hour for adults and \$8.25/hour for children under 16) (in-kind); staff time (if staff are assisting with distribution- reimbursed at hourly rate (overtime hours are acceptable) plus fringe benefits (in-kind); any equipment (i.e., trucks- reimbursed at MDOT rates) or supplies that are used for the project (in-kind); fee for distribution location (in-kind).

All sources of match must be documented

The LP must track ALL income/expenses associated with the ROOT program both cash and in-kind (a template will be provided to assist LPs in tracking these expenses). This will not only assist the LP in submitting for reimbursement, but will also assist in the evaluation of the program.